

**CHARTER OAK STATE COLLEGE**  
**JOB OPPORTUNITY**  
**Associate, Finance and Administration, FT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 55 Paul J. Manafort Drive, New Britain, CT 06053

**Hours:** Full time

**Salary:** \$51,469

**Closing Date:** October 14, 2014

**General Knowledge:** Considerable knowledge of principles and practices of public administration with special reference to governmental accounting and budget management; ability to prepare and interpret financial reports; ability to work independently and manage multiple tasks with on time delivery; excellent oral, written and interpersonal communication skills; and knowledge of and experience with automated financial and student systems and the development of database queries and reports; and competency in computer applications.

**Preferred Skills and Ability:**

**Special Knowledge:**

**Position Summary:** Accountable for independently performing a full range of professional level fiscal and administrative functions including purchasing, accounting, accounts payable, receipts, and accounts receivable through the use of computerized financial management systems. The Associate also responds to fiscal services inquiries from internal and external customers. Assists the Director and the Chief Financial and Administrative Officer with budget projections, preparation, development and management by compiling and consolidating data. Prepares and monitors third party billings, student payment plans and student annual renewal billings. Excellent oral, written and interpersonal communication skills required.

**Special Experience:** Knowledge of and experience with automated financial and student systems and the development of database queries and reports.

**Substitution Allowed:** N/A

**Eligibility Requirement:** .Bachelor's degree and a minimum of two (2) years of relevant experience involving any combination of technical work in accounting, budget preparation, or purchasing.

Interested and qualified candidates who meet the above requirements can view the complete job description and submit a cover letter and resume by October 14, 2014 at [www.chateroak.edu/AboutUs/Employment](http://www.chateroak.edu/AboutUs/Employment). No phone calls, please.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.